

Schedule 132

LANCASTER COUNTY

**RECORDS & INFORMATION
MANAGEMENT DEPARTMENT**

February 15, 2006

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

SCHEDULE

132

AGENCY, BOARD OR COMMISSION

Lancaster County

DIVISION, BUREAU OR OTHER UNIT

Records & Information Management

Supersedes Edition of February 2, 1995

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

Brian P.illard

TITLE

Recs- & Manager

DATE

2/14/06

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

Andrea I-Far

STATE ARCHIVIST

DATE

Feb. 14, 2006

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

Jim A. Gale

STATE RECORDS ADMINISTRATOR

DATE

Feb 15, 2006

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. **Note:** Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a **Records Disposition Report** for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was done in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in the Records Management Division to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each local government entity to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact a Records Management Consultant in the Records Management Division. We will help you with any questions the schedule may present.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE NO. 132 – LANCASTER COUNTY RECORDS & INFORMATION MANAGEMENT DEPARTMENT

132-1 CONFIDENTIAL INFORMATION STATEMENTS

Includes statements signed by Records Center employees and employees of service providers acknowledging their obligations regarding confidential information.

Dispose of after termination of employment or service.

132-2 MONTHLY ACTIVITY REPORTS

Includes things such as monthly activity reports from camera operators, records center, and imaging services.

Dispose of after 2 years.

132-3 PROJECT CERTIFICATES

Includes things such as operator's certificates, retake certificates and certificates of addition for each microfilm project.

Dispose of after 2 years.

132-4 PROCESSOR CONTROL LOG

Record of date and equipment setting for each control strip run through the processors (NOTE: dispose of the microfilm control strip after posting to the log).

Dispose of after 2 years.

132-5 RECORDS REQUESTS DAILY ACTIVITY

Records of requests received for records or information in the custody of Records and Information Management.

Dispose of after 2 years.

132-6 PROJECT INSTRUCTIONS AND PROCEDURES

Includes detailed internal instructions for prepping and filming, and signed agreements between agencies and Records & Information Management detailing transportation, prepping, filming, processing, duplicating, and disposition of records for each project.

Dispose of after completion, supersession or discontinuance of project.

132-7 RECORDS ACCESS AUTHORIZATION LIST

List of persons authorized for access to the records of each agency.

Dispose of after superseded.

132-8 RECORDS CENTER DATABASE

Computerized index of records center holdings.

Retain permanently.

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet